

QUESTIONS APPLICANTS OFTEN ASK

Here are some questions that applicants often ask. Take a look at this list and then add some questions of your own.

- What would my job responsibilities be?
- How would I be evaluated?
- Would there be a training period or would I start immediately?
- What happened to the person who used to have the job I'm interviewing for?
- What are your promotion policies at (name of company)?
- What are your policies regarding continuing education at (name of company)?
- What career paths do employees usually follow who have the job I'm interviewing for?
- Can you tell me something about the department/area/location I would be working in?
- Additional questions _____

To help you practice interviewing, ask one of your teachers to help you plan practice interviews during school. To practice:

1. Dress properly for a job you are interested in.
2. Break into groups of three. One of you will play the role of job applicant, one the interviewer and one will observe and evaluate the interview using the STANDARDIZED APPLICANT CHECKLIST.
3. Use the list of frequently asked questions as an example of what to ask.
4. Let everyone have a turn doing each part.